 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division</b>	Executive Division			
	<b>Chapter No./Name</b>	DCFS Policy Manual			
	<b>Part No./Name</b>	4/Human Resources			
	<b>Section No./Name</b>	4-17/Rewards and Recognition			
	<b>Dates</b>	<b>Issue/Reissued</b>	July 13, 2012	<b>Replacing</b>	November 2009

## I. STATEMENT OF POLICY

It is the policy of the Department of Children and Family Services to provide uniform guidelines and criteria regarding rewards and recognition under Civil Service Rule 6.16.1 for individual employees or for employee groups.

This policy is applicable to employees with permanent status in the Department of Children and Family Services.

Provisions of this policy issuance are being implemented following approval by the Civil Service Commission, as required by [Civil Service Rule 6.16.1](#). Any subsequent revisions to this policy will also require prior approval by the Civil Service Commission.

The DCFS Secretary may grant an exception to any provision of this policy provided such exception does not conflict with any Civil Service Rule.

## II. PROCEDURES

### A. Awards


Nominations for rewards may be submitted at any time and must be made in writing through the appropriate office chain-of-command.

Depending upon available funding, awards may be presented to employees or employee groups for the following:

**Service Award Certificates** – granted to employees for commitment to service with the State of Louisiana. These awards are issued on a monthly basis to employees having five (5) years of service and for each five (5) years of additional service (i.e. 10, 15, 20, etc.). When an employee reaches thirty (30) years of state service, a service award with a gold seal may be issued and may continue to be issued for each additional year thereafter. Years of state service will be determined by the employee's adjusted state service date.

Upon retirement, an employee may be presented with a retirement service award with a gold seal for the total years of state service.

**Innovation** - improvement upon or "new" ideas/procedures that result in a savings to the agency through reduced cost or increased productivity or efficiency. This includes any other action that represents a true cost savings or generates increased revenues or enhanced funding for the agency.

 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division</b>	Executive Division			
	<b>Chapter No./Name</b>	DCFS Policy Manual			
	<b>Part No./Name</b>	4/Human Resources			
	<b>Section No./Name</b>	4-17/Rewards and Recognition			
	<b>Dates</b>	<b>Issue/Reissued</b>	July 13, 2012	<b>Replacing</b>	November 2009

The following documentation must be submitted with each request:

- a. A detailed explanation of the idea/procedure implemented and the time period involved.
- b. Documentation to support the results of the idea/procedure implemented to include the amount of savings/enhanced funding realized by the agency.
- c. A copy of the first page of each recipient's most recent Performance Planning and Review (PPR) Form (SF-15).
- d. The proposed award amount and justification for the amount requested.
- e. The name, personnel number, and job title of the recipient(s).

**Special Projects** - outstanding work on a special project that result in a major benefit to either the Department, Office or Division. The project must not be a regular and recurring responsibility of the employee's position.


The following documentation must be submitted with each request:

- a. A detailed explanation of the project, the reason it was necessary, and written documentation to support the project.
- b. A statement that describes the benefit the agency received from the project.
- c. A copy of the first page of each recipient's most recent Performance Planning and Review (PPR) Form (SF-15).
- d. The proposed award amount and justification for the amount requested.
- e. The name, personnel number, and job title of the recipient(s).

**Training/Certification** – completion of training and/or attainment of certification that is a benefit to the agency.

The following documentation must be submitted with each request:

- a. A detailed explanation of the training hours completed and/or certification attained along with a statement that describes the benefit to the agency.

 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division</b>	Executive Division			
	<b>Chapter No./Name</b>	DCFS Policy Manual			
	<b>Part No./Name</b>	4/Human Resources			
	<b>Section No./Name</b>	4-17/Rewards and Recognition			
	<b>Dates</b>	<b>Issue/Reissued</b>	July 13, 2012	<b>Replacing</b>	November 2009

Relevant information must be included such as the number of training hours completed, testing requirements, verification of satisfactory completion, etc.


- b. A copy of the first page of each recipient's most recent [Performance Planning and Review \(PPR\) Form \(SF-15\)](#).
- c. The proposed award amount and justification for the amount requested.
- d. The name, personnel number, and job title of the recipient(s).

*A listing of award recipients must be posted by the Human Resources' office notifying all agency employees. It is recommended that supervisors announce the recipient's award in either in a staff meeting or other special meeting*


## **B. Award Amounts**

The following guidelines may be used by the Awards Panel in determining the award amount for training/certification:

- a. A monetary award of \$250.00 may be awarded for training that meets the following conditions:
  - The training is recognized nationally and testing is required.
  - There must be a minimum of 40 hours of class and/or course work; or it must meet other requirements that may be substituted for the 40 hours, if recommended by the appointing authority for approval.
  - It must be related to the employee's job.
  - It is not required by the agency.
  - The training/certification cannot be part of the minimum qualification requirements for the job.
  - Undergraduate course work and/or degrees and courses at secretarial or technical colleges do not count.
- b. A monetary award of \$500.00 may be awarded for the attainment of Comprehensive Public Training Program (CPTP) Certificates such as, but not limited to, the following:

 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division</b>	Executive Division			
	<b>Chapter No./Name</b>	DCFS Policy Manual			
	<b>Part No./Name</b>	4/Human Resources			
	<b>Section No./Name</b>	4-17/Rewards and Recognition			
	<b>Dates</b>	<b>Issue/Reissued</b>	July 13, 2012	<b>Replacing</b>	November 2009

- Certificate Public Manager
  - Certificate for Managing People
  - Teaching and Learning Certificate
  - It must be related to the employee's job.
- c. A monetary award of \$1000.00 may be awarded for attainment of certification that meets the following conditions:
- It is recognized nationally and a comprehensive exam is required.
  - It must be earned after the attainment of a baccalaureate degree.
  - It must be related to the employee's job.
  - It is not required by the agency.
  - The certification cannot be part of the minimum qualification requirements for the job.
- Examples of qualifying certification include, but are not limited to, Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Licensed Clinical Social Worker (LCSW).
- d. A monetary award of \$1000.00 may be awarded for successful completion of the Innovation in Louisiana Government Fellowship and the Innovation and Leadership Academy. Nominees who have demonstrated leadership in the delivery of social services and who have ideas for social service projects that can be developed over the course of the six-month fellowship into ready-to-implement initiatives are selected for fellowship participation by the Leadership Forum Advisory Board. ([The Innovation in Louisiana Government Fellowship | Department of Children & Family Services | State of Louisiana](#)) During the fellowship, participants collaborate to develop implementation plans that have the potential to foster change in business processes and strategies that achieve cost savings, increase efficiencies, or improve client outcomes or service delivery. Fellows also participate in an Innovation and Leadership Academy, which consists of both a virtual learning environment and a formal curriculum including expert speakers, technical assistance, peer information sharing,

 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division</b>	Executive Division			
	<b>Chapter No./Name</b>	DCFS Policy Manual			
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	<b>Section No./Name</b>	4-17/Rewards and Recognition			
	<b>Dates</b>	<b>Issue/Reissued</b>	July 13, 2012	<b>Replacing</b>	November 2009

collaborative social networking tools, Web-based meetings and teleconferences.

### **C. Monetary Payment**

Monetary rewards shall be a lump sum amount. No single award, nor the sum of multiple awards under this policy, shall total more than the maximum percentage of an employee's base salary allowed by Civil Service in a fiscal year. The salary used for calculations shall be the employee's salary as of the approval date of the award. Unless designated by this policy, the amount of the reward will be determined by the Awards Panel and submitted to the Secretary or Undersecretary for final approval.

Employees receiving monetary awards must not have been compensated under some other Civil Service pay rule (i.e. detail to special duty, optional pay, premium pay, etc.) for the same criteria that make them eligible to be nominated for a monetary award under the provisions of this policy. Employees must have a rating of at least "Meets Requirements" on their most recent Performance Planning and Review (PPR) Form (SF-15).

### **D. Award Panel**

The Awards Panel consists of the DCFS Undersecretary or designee, Executive Counsel, Human Resources Director, the Budget Executive Director, and a Regional Administrator (or equivalent) from the region or section where the employee works. Proposals must receive at least a majority affirmative vote of the panel members present to be considered for an award. At least three of the five panel members must be present to vote. No member of the Awards Panel shall be eligible to participate in the panel's review process for a nomination involving him/herself. In such instances, the DCFS Secretary or designee may designate a substitute.

## **III. FORMS AND INSTRUCTIONS**

There are no forms and instructions associated with this policy.

## **IV. REFERENCE**

[Civil Service Rule 6.16.1](#)

[Performance Planning and Review \(PPR\) Form \(SF-15\)](#)

Leadership Forum Advisory Board [www.DCFS.state.la.us/leadership](http://www.DCFS.state.la.us/leadership)